

## **Shannon Forest Christian School Lower School Car Line Procedures**

### **Upper Level Car Line**

- ✓ Students in 1<sup>st</sup> – 5<sup>th</sup> Grades without younger siblings will be dismissed at the upper level car line. Students with an Early Childhood sibling will be picked up at the lower circle. If a younger sibling does not attend all five days, the older sibling will still be picked up at the lower circle. Pick up location will not change.
- ✓ The upper level car line will not be using car line tags this year. Each family will be given a large print display page with the family name. It should be placed on the dashboard as students walk the car line. You may make extra copies as needed. If you are carpooling with another family, get a copy of their dashboard display and have both available.
- ✓ We will form six lines of cars for students. A staff member will direct you as you enter the parking lot. Please keep cars as tight as possible so we can fit the maximum number of cars in the lot.
- ✓ You may keep your motors running so you have air conditioning until our doors open to bring students outside. At that point, all cars must be turned off. Even though your car is in park, we need engines turned off before students walk to the cars.
- ✓ Do not restart your engine until all students have safely returned to the building. A teacher will motion when you may begin to move. At that time, you may restart your car.
- ✓ Remain in your car at car line. If you need to enter the building, please park around the side or in the church parking lot.

### **Lower Circle Car Line**

- ✓ The lower circle car line will not be using car line tags this year. Each family will be given a large print display page with the family name. It should be placed on the dashboard as students walk the car line. You may make extra copies as needed. If you are carpooling with another family, get a copy of their dashboard display and have both available.
- ✓ Pull all the way up in the circle as close as possible so we can fit the most cars in our circle.
- ✓ For liability reasons, teachers will not be buckling seat belts for students this year. If your child is unable buckle himself into the car seat, please pull into a parking space to help.
- ✓ To keep traffic moving, please remain in your car.
- ✓ If traffic is heavy, you may be directed to form a second parallel line in the parking lot before entering the circle. A member of our staff will direct you.
- ✓ Exit onto Snipes Road.

# Shannon Forest Christian School

## Lower School Arrival Procedures

### Morning Arrival

#### Early Childhood

- ✓ Early arrival students in EC will be admitted at 7:00 a.m. Students in PK3 – K5 should enter the early stay room in the EC Building via the main entrance to the building. The students will be escorted to their classrooms at 7:55 a.m.
- ✓ EC students not needing early stay should arrive at the lower level circle between 7:55 – 8:10 a.m. Greeters will help them out of the car and direct them to their classrooms. Please do not get out of your car in the circle, in order to keep traffic moving.

#### Elementary

- ✓ Early arrival students in Elementary will be admitted at 7:00 a.m. They should enter through the main entrance at the upper level parking lot. Students in 1<sup>st</sup> – 5<sup>th</sup> Grades will be supervised in the Lower School cafeteria. They will be dismissed to their classrooms at 7:55 a.m.
- ✓ Students in 1<sup>st</sup> – 5<sup>th</sup> grades arriving at the upper level parking lot will be met by greeters beginning at 7:55 a.m. Please do not allow your child to exit the car until it is in front of the building. Students should exit the car on the passenger side closest to the building. Cars should exit via the gravel driveway onto Snipes Road.
- ✓ No students should be walking through the parking lot at this busy drop-off time. Parents parking to enter the building between 7:55 a.m. and 8:10 a.m. should do so on the employee side parking lot to avoid walking through traffic.

Thank you for your patience as we work to ensure a safe arrival and dismissal.